



Document Automation & Production Service (DAPS) A-76 Study: Packaging a Competition

2003 DLA A-76 Conference
February 18 - 19, 2003



Research



- **Consultants from Industry Groups**
 - **A-76 expertise**
 - **Strategic planning**
 - **Subject matter experts**
- **Meetings with Industry**
 - **Vendors**
 - **Trade groups**
- **Attend Trade Shows**
- **Attend Seminars**
- **Obtain and Subscribe to Periodicals**
- **Web Research**



Communication



- **Post All Documents on Web**
 - Performance Work Statement
 - Q & A's
 - Solicitation
- **Industry Days**
- **Briefs to Industry Groups**
 - In person
 - Meetings/conferences
- **Briefs to Employees**
 - In person
 - Newsletter
 - Emails



Organization



- **Task Assignments**
 - **Definitions**
 - **Data gathering**
 - **Version control**
- **Review**
 - **Functional Review Team**
 - **SSAC**
 - **SSA**
- **Posting**
 - **PWS versions**
 - **Questions**
 - **Adjustments/modifications**



Structure



- **Solicitation**
 - **Sections A**
 - **Cover Sheet/Bid Schedule**
 - **Sections B - M**
 - **Contractual language**
 - **Section C**
 - **C-1 - General Information**
 - **C-2 - Definitions and Acronyms**
 - **C-3 - Government Furnished Property**
 - **C-4 - Service Provider Furnished Property**
 - **C-5 - Specific Tasks**
 - **C-6 - Pubs and Forms**
 - **Attachments (9)**
 - **Technical Exhibits (35)**
 - **Technical Library**



Package



- **Posted on Web**
 - **PDF and HTML**
- **Amendments (15)**
 - **Periodic issuances**
- **Email notification**
- **Web site notification**
- **CD Provided if Requested**
 - **Download took time**
- **Web Site Controlled by Contracting Officer (DRMS)**
- **Pre-Proposal Conference**
 - **Site visits**
- **Extensions Resulted in Six Month Opening**



Lesson Learned



- **Document, Document, Document !!!**